

## **Music Coordinator – Spanish Sacred Heart Catholic Church – Manvel, Texas**

The Music Coordinator – Spanish is a part time member of the parish staff of Sacred Heart of Jesus Catholic Community. This position requires variable hours and on-call response as required to meet the needs of the parish. These times include but are not limited to the Christmas season, Holy Week/Easter, Holy Days and Feast Days.

### **Responsibilities**

- Develops, implements and is responsible for the Spanish music program, including weekend Masses, Holy Days and other celebrations as assigned.
- Responsible for vocal and musical accompaniment at all Spanish language services including weekend masses, funerals, weddings, and other services as assigned.
- Assists Director of Liturgy & Music in preparation of multilingual celebrations
- Recruits, trains, and schedules cantors, musicians and choirs involved in music ministry for Spanish language
- Provides for the periodic evaluation of the quality of the music ministry
- Prepares worship aids weekly and submits to parish office for production
- Reports all usage weekly for licensing
- Assists with the operation of technological aids as required, such as projectors, audio/visual devices, microphones, sound equipment, etc.
- Attends monthly staff meetings and development days
- Serves as leader of prayer when appropriate

### **Other Duties as Assigned**

#### **Skills/Qualifications:**

- Ability to work cohesively with other staff, volunteers, and parish community.
- Ability to utilize organizational skills in short- and long-range planning.
- Bachelor's degree in liturgy and/or liturgical music preferred.
- Knowledge and experience in sacred music and the sacramental practices of the Catholic Church; Roman Catholic Liturgy, traditions and rituals.
- Experience and training in music teaching skills.
- Proficiency with playing keyboard
- Catholic in Good Standing
- Fluent in English and Spanish, both written and oral.
- Follows Archdiocesan Ethical and Personal Code of Conduct.
- Obtain background check clearance.
- Physical ability to perform tasks associated with job.
- Proficient in Microsoft Office (Outlook, Excel, Word, Publisher).

Submit cover letter and resume with Subject Line "Music" to [jobs@sacredheartmanvel.org](mailto:jobs@sacredheartmanvel.org).